

# INCIDENT ANNEXES: INTRODUCTION

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The Incident Annexes address specific contingency or hazard situations or an element of an incident requiring specialized application of the National Response Framework. The annexes in the sections that follow address the following situations:

- Biological Incident
- Catastrophic Incident
- Cyber Incident
- Food and Agriculture Incident
- Mass Evacuation Incident
- Nuclear/Radiological Incident
- Terrorism Incident Law Enforcement and Investigation

Incident Annexes are organized alphabetically and may be implemented independently or concurrently depending on the situation. For example, a large-scale natural disaster may require the implementation of both the Catastrophic Incident and the Mass Evacuation Incident Annexes.

Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Law Enforcement and Investigation Annex apply when terrorism is associated with any incident. The Mass Evacuation Incident Annex supports the mass departure of individuals as a direct result of some other type of incident, hazard, or disaster.

## Incident Annex Contents

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The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

**Policies:** Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

**Situation:** Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold (for example, how authorities will operate if they lose communication with senior decisionmakers).

**Concept of Operations:** Each annex describes the concept of operations appropriate to the incident or supporting element of an incident, integration of operations with National Response Framework elements, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

The annexes also detail the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other special considerations.

**Responsibilities:** Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response. In some cases, this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

Each annex is managed by one or more coordinating agencies and is supported by various cooperating agencies. The responsibilities of coordinating and cooperating agencies are identified below.

## **Coordinating Agencies**

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Coordinating agencies support the Department of Homeland Security (DHS) incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Homeland Security Presidential Directive 5, DHS retains responsibility for overall domestic incident management. Federal agencies designated as coordinating agencies, in close coordination with DHS, are responsible for implementation of processes detailed in the Incident Annexes. Some of the Incident Annexes, such as Cyber, Nuclear/Radiological, and Oil and Hazardous Materials, list multiple coordinating agencies. In these annexes, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident.

The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and subtasking cooperating agencies.
- Managing tasks with cooperating agencies, as well as appropriate State, tribal, or local agencies.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short-term and long-term support to incident management and recovery operations.
- Conducting preparedness activities, such as training and exercising, to maintain personnel who can provide appropriate support.

## Cooperating Agencies

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Cooperating agencies are those entities that have specific expertise and capabilities to assist the coordinating agency in executing incident-related tasks or processes. The coordinating agency notifies cooperating agencies when their assistance is needed. Cooperating agencies are responsible for:

- Conducting operations, when requested by DHS or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, or other tools.
- Furnishing available personnel, equipment, or other resource support as requested by DHS or the Incident Annex coordinator.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities (DSCA) during domestic incidents. Accordingly, DOD is considered a cooperating agency to the majority of Incident Annexes.

**Table 1. Designation of Incident Annex Coordinating and Cooperating Agencies**

Cr = Coordinating Agency  
Co = Cooperating Agency

Agency	Biological Incident	Catastrophic Incident	Cyber Incident	Food and Agriculture Incident	Mass Evacuation Incident	Nuclear/Radiological Incident	Terrorism Incident Law Enforcement Investigation
USDA	Co	Co		Cr	Co	Co	
DOC	Co	Co	Co	Co	Co	Co	
DOD	Co	Co	Cr/Co	Co	Co	Cr/Co	Co
DOD/USACE		Co			Co		
ED		Co					
DOE	Co	Co	Co	Co	Co	Cr/Co	Co
HHS	Cr	Co		Cr	Co	Co	Co
DHS	Co	Cr	Co	Co		Cr/Co	Co
DHS/FEMA		Co			Cr		
DHS/IP/NCSD		Co	Cr				
DHS/USCG					Co		
DHS/USSS		Co	Co				
HUD		Co				Co	
DOI	Co	Co		Co		Co	
DOJ	Co	Co	Cr/Co	Co	Co	Co	
DOJ/FBI		Co					Cr
DOL	Co	Co		Co		Co	
DOS	Co	Co	Co	Co		Co	Co
DOT	Co	Co	Co	Co	Co	Co	
TREAS		Co	Co				
VA	Co	Co		Co	Co	Co	
EPA	Co	Co		Co		Cr/Co	Co
FCC		Co					
GSA	Co	Co		Co	Co	Co	
NASA		Co				Cr	
NRC		Co				Cr/Co	
OPM		Co					
SBA		Co					
SSA		Co					
TVA		Co					
USAID	Co	Co		Co			
USPS	Co	Co		Co			
ARC	Co	Co		Co	Co	Co	
CNCS		Co			Co		
NVOAD		Co			Co		
IC		Co	Co				
OMB		Co	Co				
OSTP		Co	Co				